

WBSCM

Web-Based Supply Chain Management

RA Training Guide has been developed to assist our recipients in utilizing USDA's online ordering program

June 2016

WBSCM Service Desk Contact Info

Standard support hours:

8:00 AM to 6:00 PM Eastern Time

Mon - Fri, excluding Holidays

Off-Hours Support vis email, voicemail and Self-Service Desk Portal

Service Desk Contact Information

Phone: 877-WBSCM-4U or 877-927-2648

Email: WBSCM.servicedesk@CACI.com

Web form link on WBSCM Portal: <https://cacifedramp.service-now.com/wbscm/>

eAuth Help Desk Info

ITS Service Desk at 800-457-3642

OR

eAuthHelpDesk@ftc.usda.gov



WHEN THE STATE SETS UP YOUR WBSCM ACCOUNT

YOU WILL RECEIVE THIS EMAIL – Check SPAM

-----Original Message-----

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV [mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV]
Sent: Wednesday, March 16, 2011 1:31 PM
To: [Golia, Dom](#)
Subject: Action Required: Register USDA WBSCM User Account

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Dom Golia,

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.

1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.
2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSrlepBiduvQHpyof%2Fky1NiFBzopGNCZH%2BWBFWJzNvAKiqn2mrOXeH7nw2Aff%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator. dan.sadowski@ct.gov

This is an automatically generated message. Please do not reply back to this email.



Didn't Receive the Email? Check Spam or Contact Your IT Dept and ask them to make sure this email address is allowed

STEP 1

-----Original Message-----

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV [mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV]

Sent: Wednesday, March 16, 2011 1:31 PM

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Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in [eAuthentication](#) registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.



1. If you do not already have an [eAuthentication](#) account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.

2. Once your [eAuthentication](#) account has been activated, please access the following address to complete your WBSCM registration:

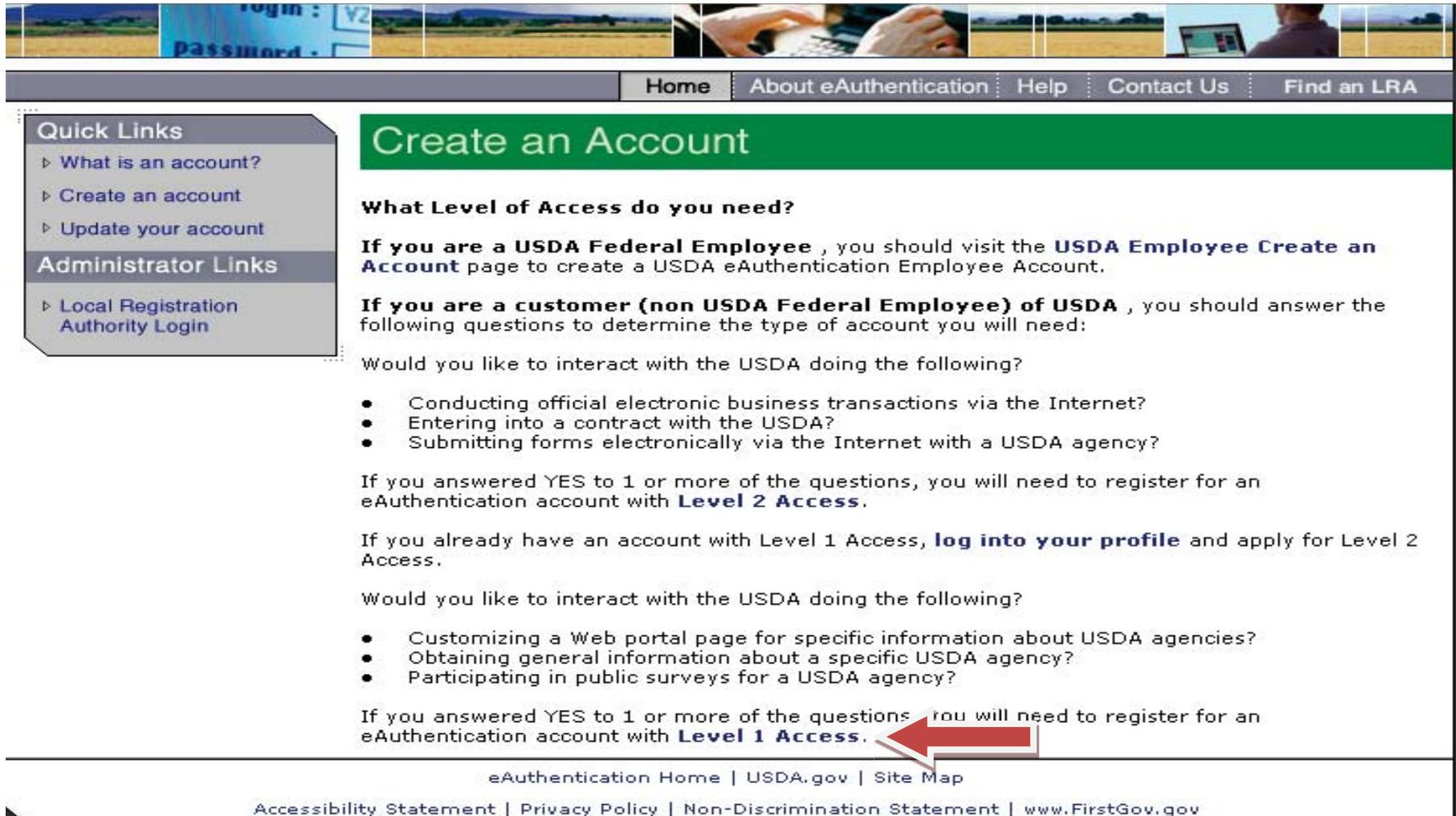
<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSriepBiduvQHpyof%2Fky1NiFBzopGNCZH%2BWBEWJzNvAKiqn2mrOXeH7nw2Aff%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator. dan.sadowski@ct.gov

This is an automatically generated message. Please do not reply back to this email.

Click on “Level 1 Access”



The screenshot shows the USDA eAuthentication website. At the top, there is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. On the left, there is a sidebar with 'Quick Links' (What is an account?, Create an account, Update your account) and 'Administrator Links' (Local Registration Authority Login). The main content area is titled 'Create an Account' and contains the following text:

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the **USDA Employee Create an Account** page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have an account with Level 1 Access, **log into your profile** and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 1 Access**.

At the bottom of the page, there is a footer with links: eAuthentication Home | USDA.gov | Site Map, and Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov. A red arrow points to the 'Level 1 Access' link in the text above.

Create your Password

Required Requirements:

- 9 to 12 characters long
- At least one uppercase
- At least one lowercase
- At least one number
(1 - 9)
- At least one special
character

Passwords Should Not:

- Be Dictionary Words
- Contain Profile Info
(i.e. Mother's Maiden
Name, Date of Birth,
PIN, Phone, Email, etc)

Change your password every 180 days!

Create Your eAuth Account

Quick Links

- What is an account?
- **Create an account**
- Update your account

Administrator Links

- Local Registration Authority Login

Create an Account

Form Approved - OMB No. 0503-0014

[Create an Account Help](#)

Level 1 Access Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

Last Name Must Match WBSM Last Name

Email Must Match WBSM Email

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

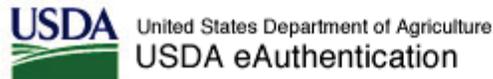
Email address must be valid to complete registration

Email*:

Confirm Email*:

 Continue

Click "Submit" Button



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

Create an Account

Level 1 Access

Step 2 of 4: User Information Confirmation

Verify your Level 1 access information.

Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID:	ansoniadom
Password:	** Not Shown **
First Name:	Dom
Middle Initial:	
Last Name:	Golia
Home Postal/Zip Code:	
Country Name:	United States
Email:	dom.golia@ansonia.org

Please verify that your information is correct before clicking the Submit button.



Check Your Email



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

Administrator Links

- [Local Registration Authority Login](#)

Create an Account

Level 1 Access

Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations

You Will Receive a 2nd Email

From: eAuthHelpDesk@ftc.usda.gov [mailto:eAuthHelpDesk@ftc.usda.gov]
Sent: Wednesday, March 16, 2011 1:49 PM
To: Sadowski, Dan
Subject: Action Required: Instructions to Activate Your USDA Account with Level 1 Access

Didn't Receive the
Email? Check
Spam or Contact
Your IT Dept .

Level 1 Access

Step 4 of 4: Link to Account Activation page

Congratulations Ansonia.Sadowski, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click **ACTIVATE MY ACCOUNT**



The User ID you created is: Ansonia.Sadowski

The email address you provided is: dan.sadowski@ct.gov

Please print and retain this message for future reference.

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.

Please include the following information in your email:

- Your first and last name
- Your eAuthentication User ID
- Indicate whether you are a public customer, federal employee, state, or district employee
- If you are a federal employee, provide the name of your employing agency
- The URL (Web Address) of the Web site or application you were attempting to access
- The text of any error messages and a detailed description of the problem

Your Account Has Been Activated!



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.



Close Window

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

STEP 2 – Go Back To The First Email

-----Original Message-----

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV [mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV]

Sent: Wednesday, March 16, 2011 1:31 PM

To: [Goia, Dom](#)

Subject: Action Required: Register USDA WBSCM User Account

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Dear Dom [Goia](#),

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1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.

2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

 <https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSriepBiduvQHpYof%2Fky1NiFBzopGNCZH%2BWBWJzNvAKiqn2mrOXeH7nW2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator. dan.sadowski@ct.gov

This is an automatically generated message. Please do not reply back to this email.

Click – “I Agree”



The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. Below the navigation bar is a large purple warning box. The warning text is as follows:

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

At the bottom of the warning box, there are two buttons: "Cancel" and "I Agree". A large red arrow with a white outline points to the "I Agree" button.

Enter the eAuth USER ID and Password You Just Created



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

eAuthentication Login

Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

[Change My Password](#)

Click “Accept” and “Submit”

WBSCM Rules of Behavior

Rules of Behavior

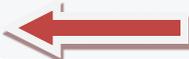
(Version 1.0)

Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:

1. Participants shall understand and comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws.
3. Users shall protect their UserIDs and passwords from disclosure.

Accept

Reject



Congratulations! You've Made it into WBSCM!

The screenshot displays the WBSCM portal interface. At the top, there is a navigation bar with links for Home, Operations, Admin (highlighted with a mouse cursor), Reports, and Help. Below this, there are sections for News and Alerts and an Inbox. The main content area features a 'Detailed Navigation' sidebar with 'News and Alerts' selected, and a 'Portal Favorites' section indicating no items to display. The central forum area includes a 'Forums' link, a 'Forum Home' link, and a 'My Control Panel' link. A table lists forum categories with columns for Forum / Category, Views, Topics / Messages, and Last Post.

Forum / Category	Views	Topics / Messages	Last Post
WBSCM News and Announcements	120	0 / 0	Mar 8, 2010 1:31 PM
FNS News and Announcements	15	0 / 0	Mar 9, 2010 2:17 PM
FNS News and Announcements (RA)	2	0 / 0	Mar 9, 2010 2:18 PM
USDA Holds and Recalls	35	0 / 0	Mar 9, 2010 2:19 PM

● New content since your last visit

MS Internet Explorer 8 Compatibility & Disable Pop-Up Blocker

The screenshot shows the Microsoft Internet Explorer 8 interface. The address bar displays the URL <https://wbscmxtrn.wbscm.usda.gov/irj/portal>. The page content includes the USDA logo and navigation tabs for Home, Operations, Admin, Reports, and Help. The Tools menu is open, and the 'Compatibility View' option is selected. A callout bubble with the text 'Internet Explorer 8 Compatibility View & Disable Pop-Up Blocker' points to this menu item. Below the menu, a table of forum categories is visible.

Forum / Category			
WBSCM News and Announcements			
FNS News and Announcements			
FNS News and Announcements (RA)			
USDA Holds and Recalls	0	0 / 0	Mar 9, 2010 2:18 PM
	26	0 / 0	Mar 9, 2010 2:19 PM

● New content since your last visit

CHECKING FOR NEW CONTENT – If the Little Dot is Green – There's New Info

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) Portal. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The 'Admin' menu is highlighted. Below the navigation bar, there are sections for 'News and Alerts' and 'Inbox'. The main content area displays a 'Forums' section with a table of forum categories. A red arrow points to the 'FNS News and Announcements (RA)' entry, which has a small green dot next to it. A callout bubble explains that this green dot indicates 'New content since your last visit'.

Forum / Category	Views	Topics / Messages	Last Post
WBSM News and Announcements	120	0 / 0	Mar 8, 2010 1:31 PM
FNS News and Announcements	15	0 / 0	Mar 9, 2010 2:17 PM
FNS News and Announcements (RA)	2	0 / 0	Mar 9, 2010 2:18 PM
USDA Holds and Recalls	35	0 / 0	Mar 9, 2010 2:19 PM

● New content since your last visit

News and Announcements from USDA –If Dot is Green There's New Info

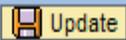
Very Important – Review and Update Your User Profile

Home | Operations | Admin | **ip**

Manage Users | Master Data | Organization Maintenance

Maintain User Profile | Back

Data was saved successfully

 Update

Detailed Navigation

- **Maintain User Profile**
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Name

Title:

First name: *

Last name: *

Address

Street: House Number:

City:

Region / State: Postal Code:

Country:

Communication

Method	Value (Number / E-mail Address)	Recall Contact Preference	
Telephone	<input type="text" value="860-555-5555"/>	Preferred Method #3	 
Telephone	<input type="text" value="860-555-1234"/>	Preferred Method #2	 
Email address	<input type="text" value="dom.golia@anson.org"/>	Preferred Method #1	 
	<input type="text"/>		 

This Message will Appear After You Click "Update"

Important - Complete this section to receive Hold/Recall Announcements

Managing Users

Home | Operations | Admin | Help

Manage Users | Organization Maintenance | Master Data

Manage Users | [Back](#) For

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dan	Ansonia	2011-03-17 09:23:56
Dominick	Golia	
Dan	Sadowski	2011-03-17 10:05:24

Row 1 of 3

Create New User

If You Create a Portal Favorite - You'll Only Need to Click Once!

Create Portal Favorites

The screenshot displays a web application interface with a top navigation bar containing 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this is a secondary navigation bar with 'Manage Users', 'Organization Maintenance', and 'Master Data'. The main content area is titled 'Manage Users' and includes a search bar with 'Search' and 'Reset' buttons. A table lists users with columns for 'First Name', 'Last Name', and 'Last Logon Date'. A context menu is open over the table, showing options like 'Open in New Window', 'Refresh', 'Personalize', 'Help', 'Details', 'Add to Browser Favorites', and 'Add to Portal Favorites'. A red arrow points to the 'Add to Portal Favorites' button.

Home | Operations | Admin | Reports | Help

Manage Users | Organization Maintenance | Master Data

Manage Users

Back Forward

Open in New Window
Refresh
Personalize
Help
Details
Add to Browser Favorites
Add to Portal Favorites

Search Reset

Organizations

- Ansonia

First Name	Last Name	Last Logon Date
Dan	Ansonia	2011-03-17 09:23:56
Dominick	Golla	
Dan	Sadowski	2011-03-17 10:05:24

Row 1 of 3

Create New User

CLICK "Expand" Button

Home | Operations | Admin | Reports | Help

Manage Users | Organization Maintenance | Master Data

Manage Users [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

	First Name	Last Name	Last Logon Date
	Dan	Ansonia	2011-03-17 09:23:56
	Dominick	Golia	
	Dan	Sadowski	2011-03-17 12:56:37

Row 1 of 3

Create New User



Portal Favorite Creation Completed

The screenshot displays a web application interface with a top navigation bar containing 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, a secondary navigation bar includes 'Manage Users', 'Master Data', and 'Organization Maintenance'. The main content area is titled 'Manage Users' and features a left-hand navigation pane with two sections: 'Detailed Navigation' (containing 'Maintain User Profile', 'User Security Report', and 'Manage Users') and 'Portal Favorites' (containing 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery Periods', and 'Manage Users'). A callout bubble points to the 'Manage Users' link in the 'Portal Favorites' section, with the text: "Manage Users" Portal Favorite.

The main content area shows the 'Ansonia' organization selected. It includes a search bar with 'Search' and 'Reset' buttons. Below the search bar is a table with the following data:

First Name	Last Name	Last Logon Date
Dominick	Golla	

Below the table is a 'Create New User' button. The 'User Details' section is visible, with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Personal data' tab is active, showing the following information:

UserID: GOLIAD0001
Company: 0004000744
First Name: Dominick
Phone: 203-736-5009
Last Name: Golla
Fax: 203-736-5068
Email: dgolla@ansonla.org
Mobile Phone:
Title:
Street Address: 20 Putaski Highway
City: Ansonia
Zip Code: 06401
Country: USA
State/Province: Connecticut
Time Zone:

At the bottom of the 'User Details' section are 'Modify User' and 'Delete User' buttons. A 'Tree Root' button is also visible in the bottom left corner.

Update User

The screenshot shows a web application interface for managing users. The top navigation bar includes 'Home', 'Operations', and 'Help'. The main content area is titled 'Ansonia' and contains a 'User Search Criteria' section with search and reset buttons. Below this is a table with columns for 'First Name', 'Last Name', and 'Last Logon Date'. The first row is highlighted in yellow and contains the name 'Dominick Golla'. A red arrow points to this row. Below the table is a 'Create New User' button. The 'User Details' section is expanded, showing fields for 'Personal data', 'Role data', and 'Admin data'. The 'Personal data' tab is active, displaying fields for 'UserID', 'First Name', 'Last Name', 'Email', 'Title', 'Street Address', 'City', 'Zip Code', 'Country', 'State/Province', and 'Time Zone'. A callout bubble points to the 'Email' field, stating 'Email & Last Name Must Match eAuth Account'. Another callout bubble points to the search criteria section, stating 'Click on the box next to the person's name and their information will appear below'. The interface also includes a 'Tree Root' button and 'Modify User' and 'Delete User' buttons.

Click on the box next to the person's name and their information will appear below

Email & Last Name Must Match eAuth Account

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User

User Details

Personal data | Role data | Admin data

UserID: GOLIAD0001 Company: 0004000744
First Name: Dominick Phone: 203-736-5009
Last Name: Golla Fax: 203-736-5068
Email: dgolla@ansonla.org Mobile Phone:
Title:
Street Address: 20 Putaski Highway
City: Ansonia
Zip Code: 06401
Country: USA
State/Province: Connecticut
Time Zone:

Tree Root

Modify User Delete User

MAKE SURE ORG ADMIN & ORDER MANAGER ARE IN CURRENT ROLES

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and "United States Department of Agriculture" are on the left, and "Welcome Mr. Dan Sadowski" and "Log Off" are on the right. A navigation bar includes "Home", "Operations", "Admin", "Reports", and "Help". Below this, "Manage Users" is selected, with sub-links for "Organization Maintenance" and "Master Data".

The main content area is titled "Manage Users" and includes a "Back" link. A "Detailed Navigation" sidebar on the left lists "Maintain User Profile", "User Security Report", and "Manage Users" (which is highlighted). Below this is a "Portal Favorites" section.

The central area shows a table with "Row 1 of 3" and a "Create New User" button. Below the table is the "User Details" section, which has two tabs: "Role data" (selected) and "Admin data". Under "Role data", a table lists "Current Roles":

Role
Org Admin - RA
Order Manager - RA
View-Only - RA

Below the roles table are "Modify User" and "Delete User" buttons. A red arrow points to the "Role data" tab, and another red arrow points to the "Modify User" button. A "Tree Root" button is visible in the bottom left corner.

If Order Manager Isn't in "Current Roles" – Add it

Admin Help

Users | Organization Maintenance

Users | Back Forward

Dominick	Golia	
Dan	Sadowski	2011-03-16 13:11:03

Row 1 of 2

Create New User

User Details

Personal data Role data Admin data

Available Roles

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input checked="" type="checkbox"/>	View-Only - RA

Row 1 of 4

Current Roles

<input type="checkbox"/>	User Admin - RA
<input checked="" type="checkbox"/>	Org Admin - RA

Row 1 of 2

Save Cancel

“User Updated Successfully” will Appear After “Save” Button is Clicked

i User Updated Successfully.

ADMIN DATA TAB

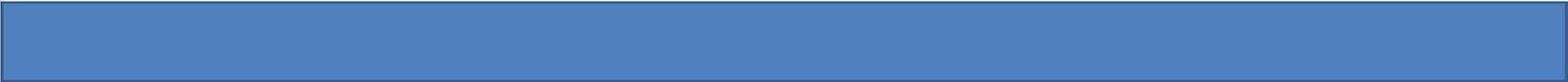
The screenshot shows the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and "United States Department of Agriculture" are on the left, and "Welcome Mr. Dan Sadowski" and "Log Off" are on the right. Below the header is a navigation menu with tabs for "Home", "Operations", "Admin", "Reports", and "Help". Under the "Admin" tab, there are sub-links for "Manage Users", "Organization Maintenance", and "Master Data".

The main content area is titled "Manage Users" and includes a "Back" link. On the left, there is a "Detailed Navigation" sidebar with options: "Maintain User Profile", "User Security Report", and "Manage Users" (which is selected). Below this is a "Portal Favorites" section.

The main content area displays a table with "Row 1 of 3" and a "Create New User" button. Below the table is the "User Details" section, which has two tabs: "Personal data" and "Admin data". A red arrow points from the "Admin data" tab to the "User Locked" checkbox. The "User Locked" section includes a "Reason Locked" text box and a "Resend New User Email" button. At the bottom of the "User Details" section are "Modify User" and "Delete User" buttons.

A speech bubble with the text "NEVER LOCK USER" points to the "User Locked" checkbox. A "Tree Root" button is visible at the bottom left of the main content area.

NEVER LOCK
USER



SETUP WBSCM ACCOUNT FOR YOUR STAFF

Manage Users Will Display the People that are Assigned to Your District in WBSCM

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Dan Sadowski [Log Off](#)

Home Operations **Admin**

Manage Users | Master Data | Organization Maintenance

Manage Users

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golia	

Row 1 of 1

Create New User

If You Created a Portal Favorite - It's Just One Click!

Creating a New User

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users | [Back](#) | Forward

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Organizations

- Ansonia

Ansonia

Search Reset

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User

Creating a New User – Personal Data Tab

The screenshot displays a web application interface for user management. At the top, there is a navigation bar with tabs for Home, Operations, Admin, Reports, and Help. Below this, a breadcrumb trail shows Manage Users | Master Data | Organization Maintenance. The main content area is titled 'Manage Users' and includes a search bar with 'Search' and 'Reset' buttons. A left sidebar contains 'Detailed Navigation' (Maintain User Profile, User Security Report, Manage Users) and 'Portal Favorites' (Entitlement/Bonus Summary Report, Maintain Direct-Ship Delivery Periods, Manage Users). The main area shows a tree view of 'Organizations' with 'Ansonia' selected. A table below shows user search criteria for 'Ansonia' with one row: Dominick Golla. A 'Create New User' button is highlighted with a red arrow. Below the table is the 'User Details' section with three tabs: 'Personal data' (selected), 'Role data', and 'Admin data'. The 'Personal data' tab contains various input fields for user information, including UserID, First Name, Last Name, Email, Title, Street Address, City, Zip Code, Country, State/Province, Time Zone, Company, Phone, Fax, and Mobile Phone. A 'Tree Root' button is located at the bottom left, and 'Save' and 'Cancel' buttons are at the bottom right.

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users | Back | Forward

Organizations

- Ansonia

User Search Criteria

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User

User Details

Personal data | Role data | Admin data

UserID:

First Name:

Last Name:

Email:

Title:

Street Address:

City:

Zip Code:

Country:

State/Province:

Time Zone:

Company:

Phone:

Fax:

Mobile Phone:

Tree Root

Save | Cancel

Creating a New User – Personal Data Tab

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users | [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Row 1 of 1

Create New User

User Details

Personal data | Role data | Admin data

First Name: * Company:

Last Name: * Phone:

Email: * Fax:

Title: Mobile Phone:

Street Address:

City:

Zip Code:

Country: *

State/Province:

Time Zone:

Tree Root

Save Cancel



Creating a New User – Role Data Tab

The screenshot displays a web application interface for user management. At the top, there are navigation tabs: Home, Operations, Admin, Reports, and Help. Below these, a breadcrumb trail shows 'Manage Users | Organization Maintenance | Master Data'. The main content area is titled 'Manage Users' and includes a 'Back' link. A 'Detailed Navigation' sidebar on the left lists options: 'Maintain User Profile', 'User Security Report', and 'Manage Users'. Below this is a 'Portal Favorites' section with links to 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery', and 'Manage Users'. The main content area features a 'Create New User' button and a 'User Details' section. The 'User Details' section has two tabs: 'Role data' (selected) and 'Admin data'. Under the 'Role data' tab, there are two tables: 'Available Roles' and 'Current Roles'. The 'Available Roles' table lists four roles: 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. A red arrow points from the 'Org Admin - RA' row to an 'Add' button. Below the 'Available Roles' table is a 'Remove' button. The 'Current Roles' table lists three roles: 'Org Admin - RA', 'Order Manager - RA', and 'View-Only - RA'. A red arrow points from the 'Add' button to the 'Current Roles' table. A speech bubble with the text 'Make Sure to Add Order Manager & Org Admin' points to the 'Available Roles' table. The interface also includes pagination controls for both tables, showing 'Row 1 of 3' for the 'Current Roles' table and 'Row 1 of 4' for the 'Available Roles' table.

Make Sure to Add Order Manager & Org Admin

Creating a New User – Admin Data Tab

Email sent to user automatically

The screenshot displays the 'Manage Users' interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, there are sub-navigation options: 'Manage Users', 'Master Data', and 'Organization Maintenance'. The main content area is titled 'Manage Users' and features a 'Detailed Navigation' sidebar with options like 'Maintain User Profile', 'User Security Report', and 'Manage Users'. A 'Portal Favorites' section is also visible. The main form area shows 'User Details' with tabs for 'Personal data' and 'Admin data'. The 'Admin data' tab is selected, and a red arrow points to it. Below the tabs, there is a 'User Locked' checkbox which is unchecked, and a 'Reason Locked' text input field. A red arrow points to the 'User Locked' checkbox. At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. Two callout boxes are present: one pointing to the 'User Locked' checkbox with the text 'NEVER LOCK USER', and another pointing to the 'Save' button with the text 'Email Automatically Sent to New User'.

NEVER LOCK USER

Email Automatically Sent to New User

User Created Successfully

The screenshot displays a web application interface with a dark blue header containing navigation tabs: Home, Operations, Admin, Reports, and Help. Below the header, a breadcrumb trail shows 'Manage Users | Master Data | Organization Maintenance'. The main content area is titled 'Manage Users' and features a left-hand navigation pane with 'Detailed Navigation' (including 'Maintain User Profile', 'User Security Report', and 'Manage Users') and 'Portal Favorites' (including 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery Periods', and 'Manage Users'). The main area shows a table with 'Row 1 of 2' and a 'Create New User' button. Below this is a 'User Details' form with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Admin data' tab is active, showing 'User Locked:' with a checkbox and 'Reason Locked:' with a text input field. A 'Tree Root' button is visible at the bottom left of the main area. A green information icon and the text 'User Created Successfully.' are displayed at the bottom of the page.

This Message Will Appear

Tree Root

User Created Successfully.



NEW USER WILL RECEIVE EMAIL

THE NEW USER WILL START AT SLIDE 6



Finding Entitlement

CREATING PORTAL FAVORITES

The screenshot displays a web portal interface with a top navigation bar containing 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. A red arrow points to the 'Help' menu item. Below the navigation bar is a breadcrumb trail: 'Home > Reports > Entitlement/Bonus Summary Report'. The main content area is titled 'Entitlement/Bonus Summary Report' and includes a 'Reports : Input Criteria' section with buttons for 'Execute' and 'Print PDF Output'. A 'Reset Values' button is also present. The input criteria section contains the following fields:

- Program: * (dropdown menu)
- Program Year: * (dropdown menu) To (dropdown menu)
- SDA Region Code: (dropdown menu)
- RA / SDA Number: (text input with value '4000744')
- Sold-To State: (dropdown menu) To (dropdown menu)

A 'Variants' link is located at the bottom right of the input criteria section. On the left, a sidebar menu lists various reports, with 'Entitlement/Bonus Summary Report' highlighted. A red arrow points to this menu item. A context menu is open over the report title, listing options: 'Open in New Window', 'Refresh', 'Personalize', 'Help', 'Details', 'Add to Browser Favorites', and 'Add to Portal Favorites' (highlighted in orange).

Enter Program & Program Year

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report | Back

Reports: In Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: * nsip

Program Year: * 2012 To

SDA Region Code: To

RA / SDA Number: 4000744 To

Sold-To State: To

Manage Users

Variants

For non-seamless Summer Feeding SFSP

Entitlement/Bonus Summary Report

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report [Back](#)

tailed Navigation

- Entitlement Management
 - RA Entitlement/Bonus Detail Report
 - Entitlement/Bonus Summary Report**
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic & Pr
- Multi-Food Requisition Report

rtal Favorites

Manage Users

Entitlement/Bonus Summary Report

[Go Back](#) [Print PDF Output](#)

View ENTITLEMENT_SUM... [Export](#)

Program	Sold-To Party	Sold-To Name	Sold-To City	Sold-To State	Program Year	Begining Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ent. Balance
NSLP	4000744	Ansonia	Ansonia	CT	2012	73,597.26	50,000.00	15,330.95	8,445	8,266.31

SCROLL RIGHT



Entitlement/Bonus Summary Report Details

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

Entitlement Management

- RA Entitlement/Bonus Detail Report
- Entitlement/Bonus Summary Report**

Multi-Food Received Shipment Report

Received Shipment Report

Requisition Status Report

Value of Materials Received - Multi-Food

Value of Materials Received - Domestic & Pr

Multi-Food Requisition Report

Portal Favorites

Manage Users

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report . . .

Reset Values

Program: * = NSLP

Program Year: * = 2012 To

SDA Region Code: ◇

RA / SDA Number: = 4000744

Sold-To State: ◇ To

Variants

Entitlement/Bonus Summary Report Details

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

Entitlement Management

- RA Entitlement/Bonus Detail Report
- Entitlement/Bonus Summary Report

Multi-Food Received Shipment Report

Received Shipment Report

Requisition Status Report

Value of Materials Received - Multi-Food

Value of Materials Received - Domestic & Pr

Multi-Food Requisition Report

Portal Favorites

Manage Users

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: * NSLP

Program Year: * 2012

SDA Region Code:

RA / SDA Number: 4000744

Sold-To State:

File Download

Do you want to open or save this file?

Name: EntitlementBonusSummaryP...20110329.pdf

Type: Adobe Acrobat 7.0 Document, 5.01KB

From: portal.wbcs...a.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Entitlement/Bonus Summary Report Details

Page 2 has the Info.
You Can Save or Print
the Report

The screenshot shows the Adobe Acrobat Professional interface. The main window displays a report titled "Entitlement/Bonus Summary Report". The report content is as follows:

Sold-To	Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
4000744 Ansonia Ansonia, CT	NSLP	2012	\$73,597	\$50,000	\$15,331	8,445	\$8,266	\$0	0
1 Record(s)					\$15,331	8,445	\$8,266	\$0	0

The interface includes a sidebar on the left with navigation options like "Home", "Operations", "Order Processing", and "Entitlement/Bonus Summary". The bottom status bar shows "2 of 2" pages.



Running Reports

Requisition Status Report

Home Operations Admin Reports Help

Order Processing

Requisition Status Report | [Back](#)

Detailed Navigation

- Entitlement Management
 - Multi-Food Received Shipment Report
 - Received Shipment Report
 - Requisition Status Report**
 - Value of Materials Received - Multi-Food
 - Value of Materials Received - Domestic
 - Multi-Food Requisition Report

Portal Favorites

- Manage Users

Reports : Input Criteria

Execute Print PDF Output

Requisition Status Report

Reset Values

Program:

Req. Delivery Date: To

Material: To

Sold-To Party:

Ship-To Party:

Region: To

Requisition Number: To

Requisition Status:

Sales Order Number: To

Entitlement / Bonus:

[Variants](#)

Requisition Status Report

Home Operations Admin Reports Help

Order Processing

Requisition Status Report [Back](#) [Forward](#)

Reports : Input Criteria

[Execute](#) [Print PDF Output](#)

Requisition Status Report [Print](#)

[Reset Values](#)

Program: [Clear](#)

Req. Delivery Date: [Clear](#) To [Clear](#) [Help](#)

Material: [Clear](#) To [Clear](#) [Help](#)

Sold-To Party: [Clear](#) [Help](#)

Ship-To Party: [Clear](#) [Help](#)

Region: [Clear](#) To [Clear](#) [Help](#)

Requisition Number: [Clear](#) To [Clear](#) [Help](#)

Requisition Status: [Clear](#) [Help](#)

Sales Order Number: [Clear](#) To [Clear](#) [Help](#)

Entitlement / Bonus: [Clear](#) [Help](#)

[Variants](#)

Detailed Navigation

- Entitlement Management
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report**
- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic
- Multi-Food Requisition Report

Portal Favorites

- Manage Users

Enter NSLP and Dates – Then Click “Execute”

Requisition Status Report

Home Operations Admin Reports Help

Order Processing

Requisition Status Report [Back](#)

Requisition Status Report

[Go Back](#) [Print PDF Output](#)

View REQUISITION_STAT... [Export](#)

Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO

SCROLL RIGHT



Requisition Status Report

Home Operations Admin Reports Help

Order Processing

Requisition Status Report [Back](#)

Detailed Navigation

- Entitlement Management
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report**
- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic
- Multi-Food Requisition Report

Portal Favorites

- Manage Users

Requisition Status Report

[Go Back](#) [Print PDF Output](#)

View REQUISITION_STAT... [Export](#)

Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO

Each Column can be Sorted Ascending or Descending

Requisition Status Report Settings

Filter Settings								
Program	Entitlement/Bonus Ind	Requested Qty.	Sales Unit	Net Dollar Value	ZDOM Order #	ZDOM Order Itm #	ECOS # / Reference #	Sales Order Status
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	413.06				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				

You can modify your report view to show only the columns you need to see. Remove columns you don't need to see and Add columns you want to see on your report. To view how this would look, click the "Settings" Button.

Requisition Status Report Settings

Settings

View: REQUISITION_STAT... Save Save as... Delete Properties...

Column Selection Sort Calculation Filter Display

Hidden Columns

- Order Type
- SO Item Category
- Sold-To City
- Sold-To State
- Ship-To City
- Ship-To State
- Plant Desc.
- Cost / LB

Add Remove

Displayed Columns

- Requisition Order #
- Requisition Item #
- Requisition Status
- Sold-To Party
- Sold-To Name
- RA ID
- Ship-To Party
- Ship-To Name

Row 1 of 11 Row 1 of 21

Change Sequence

OK Cancel Apply

View: REQUISITION_STAT... Export

Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001			100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001			100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001			100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001			100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001			100019	CHEESE PROC

You can also change the sequence of the columns by highlighting the column and shifting up / down. Once you have the report with the columns you want, you should click "Save as". so you can always access this view.

Requisition Status Report Settings

United States Department of Agriculture
Web-Based Supply Chain Management

Admin Reports Help

Save View as

Description: * My Req Status Report

Assignment: User

Initial View

OK Cancel

Enter a view name in the Description field. If you click the initial view then this is the view that will appear every time you run the report. If it's not the initial view, you can select the view from the report.

Order type	SO Item Category	Sold-To City	Sold-To State	RA ID	Ship-To City	Ship-To State	Plant Desc.

Displayed Columns
Requisition Order #
Requisition Item #
Requisition Status
Sold-To Party
Sold-To Name
Ship-To Party
Ship-To Name
Material

Row 1 of 12

Row 1 of 20

Requisition Status Report Settings

Requisition Status Report

 Go Back |  Print PDF Output

Settings

View

Column Selection | Sort | Calculation | Filter | Display   

 Hidden Columns
<input type="checkbox"/> Order Type
<input type="checkbox"/> SO Item Category
<input type="checkbox"/> Sold-To City
<input type="checkbox"/> Sold-To State
<input type="checkbox"/> RA ID
<input type="checkbox"/> Ship-To City
<input type="checkbox"/> Ship-To State
<input type="checkbox"/> Plant Desc.

Row 1 of 12   




 Displayed Columns
<input type="checkbox"/> Requisition Order #
<input type="checkbox"/> Requisition Item #
<input type="checkbox"/> Requisition Status
<input type="checkbox"/> Sold-To Party
<input type="checkbox"/> Sold-To Name
<input checked="" type="checkbox"/> Ship-To Party
<input type="checkbox"/> Ship-To Name
<input type="checkbox"/> Material

Row 1 of 20   

  Change Sequence  

View

Requisition Status Report Settings

Home Operations Admin Reports Help

Order Processing

Requisition Status Report [Back](#)

Detailed Navigation

- Entitlement Management
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report**
- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic
- Multi-Food Requisition Report

Portal Favorites

- Manage Users

Requisition Status Report

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Requis	Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
10000	200	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	1000019023	100		Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034
1000019023	200	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC	
	300	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC	
	400	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERR	
	500	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	600	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	700	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	800	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT	
	900	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT	
	1000	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT	
	1000028864	100	Ready for Approval	Ansonia	10001	5001389	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
200	Ready for Approval	Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED		
1000028893	100	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	200	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	300	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	400	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	

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Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	900	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	1000	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO

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Requisition Order #	Requisition Item	Party	Ship-To Name	Material	Material Desc		
1000009815	100		SYSKO FOOD SERVICE OF CT	100002	CHEESE CHE		
	200		SYSKO FOOD SERVICE OF CT	100002	CHEESE CHE		
	300		SYSKO FOOD SERVICE OF CT	100002	CHEESE CHE		
	400		SYSKO FOOD SERVICE OF CT	100034	CHEESE MO		
	500		SYSKO FOOD SERVICE OF CT	100034	CHEESE MO		
	600		SYSKO FOOD SERVICE OF CT	100019	CHEESE PRC		
1000019023	100		SYSKO FOOD SERVICE OF CT	100034	CHEESE MO		
	200		SYSKO FOOD SERVICE OF CT	100019	CHEESE PRC		
	300		SYSKO FOOD SERVICE OF CT	100019	CHEESE PRC		
	400		SYSKO FOOD SERVICE OF CT	100256	STRAWBERI		
	500		SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G		
	600	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G
	700	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G
	800	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PA
	900	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PA
	1000	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PA
1000028864	100	Ready for Approval	Ansonia	10001 5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHE
	200	Ready for Approval	Ansonia	10001 5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHE
1000028893	100	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G
	200	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G
	300	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G
	400	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G

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Sold-To: 4000744
Ansonia
Ansonia CT

Req. Order & Item #	Req. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000009815 100	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHD WHT SHRED BAG-6/5 LB	\$600.83	5000031304 100	Approved by SDA
1000009815 200	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHD WHT SHRED BAG-6/5 LB	\$600.83	5000031305 100	Approved by SDA
1000009815 300	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHD WHT SHRED BAG-6/5 LB	\$600.83	5000031306 100	Approved by SDA
1000009815 400	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031348 100	Approved by SDA
1000009815 500	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031349 100	Approved by SDA
1000009815 600	Approved by SDA	05/31/2012	NSLP	E	10	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100019 CHEESE PROCESS WHT SLC LVS-6/5 LB	\$491.49	5000032774 100	Approved by SDA
1000019023 100	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031347 100	Approved by SDA

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